



Selection Strategies for Digital Institutional Repositories

Kent Woynowski

30 September 2004



1. Basic Selection Guidelines

2. Born-digital Materials

3. Traditional Archival Materials



Basic Selection Guidelines

- Should be basically the same as selection guidelines for print resources



Basic Guidelines

■ Scope

- ☐ Document the history of university and the activities of its faculty, staff, and students
- ☐ support teaching and scholarship at the university



Basic Guidelines

■ Research Value and Authority

- ☐ High priority should be given to items with long-term research value
- ☐ Innovative materials that may have future research value
- ☐ Non-authoritative materials should not be selected, but a sampling may be kept



Basic Guidelines

■ Parameters

- ☐ Break large sites into components that meet collection guidelines
- ☐ If smaller components cannot stand on their own, but together form a valuable source of information, they should be archived in their entirety



Basic Guidelines

■ Priorities and Criteria

- ☐ Represents a complete version
- ☐ Represents a thematic aggregate
- ☐ Creates a comprehensive collection
- ☐ Enhances access to a collection
- ☐ Increases the use of the collection
- ☐ Helps preserve and protect materials
- ☐ Enables new kinds of research
- ☐ Does not duplicate resources already available



Born-Digital Materials

- Adapting the current collection policy
- Self-selection



Adapting the Current Policy

- Institutional Archives/Personal Papers/Organizational Records
- Visual Materials
- Theses and Dissertations
- Faculty Publications



Self-Selection

- DSpace allows content creators to select their own materials that will make up their “community”
- Removes a burden from the archives, but communities must still be checked for quality

Encouraging Participation

- Faculty (research and publishing)
 - Enhanced professional visibility
 - Higher citation rates with indexing and search capabilities
 - Register priority of ideas
 - Grassroots practice of posting research online already exists

Encouraging Participation

- Faculty (teaching)

- Repository can include non-ephemeral teaching materials

- Illustrations

- Videos

- Models



Encouraging Participation

- Academic Departments

- Bulletins and journals online can increase visibility and status

- Students

- Already being done, with submission of theses



Selection of Websites

- Selective archiving of static web resources
- Selective archiving of static and dynamic web resources
- Whole domain harvesting
- Combination of selective and whole domain approaches



Traditional Archival Materials

- Adapting the current collection policy
- Developing selection guidelines



Adapting the Current Policy

- Personal Papers
- Visual Materials
- Rare Books
- Science and Community
- Southeastern Textile Industry Records
- Faculty Publications



Selection Criteria & Guidelines

- From *Profiles in Science*:

- ☐ Formal

- ☐ Substantive

Formal Criteria

- For a typical scientific collection:
 1. Documents of all types of which the individual is the sole author
 - a. Include drafts of documents if they differ significantly from the published version
 - b. Correspondence
 1. Initiated by the subject
 2. Involves more than one exchange
 3. Longer than one page
 - c. Other documents
 1. Full sentences, except for notes



Formal Criteria

2. Documents of all types of which the individual is the principal or co-author.
3. Documents written by others under the individual's supervision.
4. Documents authored by others that recount oral statements made by the individual.



Formal Criteria

- 5. Documents authored by others devoted to individual and his work
- 6. Documents authored by others and addressed to others, with copies supplied to the individual.
- 7. Documents written by others collected by the individual for his/her own information.

Substantive Criteria

- Within each formal category
 1. Scientific interests, projects, and production
 2. Public Life
 3. Professional Career
 4. Private Life



Substantive Criteria

- Within each substantive category, unpublished rather than published documents receive priority.



Other Considerations

- Copyright
- Quality control
- Tracking systems
- Sensitivity
- Providing context



Strategies

- Identify collecting areas for new born-digital materials
- Encourage participation
- Establish workflow and training programs for self-selection
- Develop criteria for selection from traditional collections